

Administrative Procedures – Proposed Coversheet

Instructions:

In accordance with Title 3 Chapter 25 of the Vermont Statutes Annotated and the “Rule on Rulemaking” adopted by the Office of the Secretary of State, this proposed filing will be considered complete upon the submission and acceptance of the following components:

- Proposed Rule Coversheet
- Adopting Page
- Economic Impact Statement
- Public Input Statement
- Scientific Information Statement (if applicable)
- Incorporated by Reference Statement (if applicable)
- Clean text of the rule (Amended text without annotation)
- Annotated text (Clearly marking changes from previous rule)

All forms requiring a signature shall be original signatures of the appropriate adopting authority or authorized person, and all filings are to be submitted at the Office of the Secretary of State, no later than 3:30 pm on the last scheduled day of the work week.

The data provided in text areas of the proposed coversheet form will be used to generate a notice of rulemaking in the newspapers of record. Publication of notices will be charged back to the promulgating agency based on the word count of the notices.

Certification Statement: As the adopting Authority of this rule (see 3 V.S.A. § 801 (b) (11) for a definition), I approve the contents of this filing entitled:

Rule Title: Child Care Licensing Regulations: Afterschool Child Care Programs

_____, on _____.
(signature) (date)

Printed Name and Title:

Hal Cohen, Secretary
Vermont Agency of Human Services

RECEIVED BY: _____

- ☐ Proposed Rule Coversheet
- ☐ Adopting Page
- ☐ Economic Impact Statement
- ☐ Public Input Statement
- ☐ Scientific Information Statement (if applicable)
- ☐ Incorporated by Reference Statement (if applicable)
- ☐ Clean text of the rule (Amended text without annotation)
- ☐ Annotated text (Clearly marking changes from previous rule)
- ☐ ICAR Approval received by E-mail.

1. TITLE OF RULE FILING:

Child Care Licensing Regulations: Afterschool Child Care Programs

2. ADOPTING AGENCY:

Vermont Agency of Human Services, Department for Children and Families, Child Development Division

3. PRIMARY CONTACT PERSON:

(A PERSON WHO IS ABLE TO ANSWER QUESTIONS ABOUT THE CONTENT OF THE RULE).

Name: Reeve Sullivan Murphy, Deputy Commissioner

Agency: Vermont Agency of Human Services, Department for Children and Families, Child Development Division

Mailing Address: 280 State Street, Waterbury, VT 05671-1040

Telephone: 802 769 - 6420 Fax: 802 769 - 2064

E-Mail: reeva.murphy@vermont.gov

Web URL(WHERE THE RULE WILL BE POSTED):

<http://dcf.vermont.gov/cdd/regulation-revisions>

4. SECONDARY CONTACT PERSON:

(A SPECIFIC PERSON FROM WHOM COPIES OF FILINGS MAY BE REQUESTED OR WHO MAY ANSWER QUESTIONS ABOUT FORMS SUBMITTED FOR FILING IF DIFFERENT FROM THE PRIMARY CONTACT PERSON).

Name: Jennifer Benedict, Director of Child Care Licensing

Agency: Vermont Agency of Human Services, Department for Children and Families, Child Development Division

Mailing Address: 280 State Drive, Waterbury, VT 05671-1040

Telephone: 802 224 - 6236 Fax: 802 769 - 2064

E-Mail: jennifer.benedict@vermont.gov

5. RECORDS EXEMPTION INCLUDED WITHIN RULE:

(DOES THE RULE CONTAIN ANY PROVISION DESIGNATING INFORMATION AS CONFIDENTIAL; LIMITING ITS PUBLIC RELEASE; OR OTHERWISE EXEMPTING IT FROM INSPECTION AND COPYING?) Yes

IF YES, CITE THE STATUTORY AUTHORITY FOR THE EXEMPTION:

Section 658H of the Child Care and Development Block Grant Act of 2014 (42 U.S.C. §9858f)

PLEASE SUMMARIZE THE REASON FOR THE EXEMPTION:

As part of this rule, the Department is implementing a new federal fingerprint supported background check requirement for all program staff in licensed child care. In complying with federal law, the Department may only provide the result of the background check to the licensed program without revealing the basis for the decision. Background check information and results shall not be publicly available.

6. LEGAL AUTHORITY / ENABLING LEGISLATION:

(THE SPECIFIC STATUTORY OR LEGAL CITATION FROM SESSION LAW INDICATING WHO THE ADOPTING ENTITY IS AND THUS WHO THE SIGNATORY SHOULD BE. THIS SHOULD BE A SPECIFIC CITATION NOT A CHAPTER CITATION).

33 V.S.A. § 105(b), 33 V.S.A. § 3502 and 3 V.S.A § 801 (b)(11)

7. CONCISE SUMMARY (150 WORDS OR LESS):

Since the adoption of our current licensing regulations for Afterschool Child Care Programs, Vermont state laws and federal laws have changed. As such, the proposed revisions to the Child Care Licensing Regulations for Afterschool Child Care Programs include language consistent with Vermont state laws regarding child immunization and mandated reporting requirements (Acts 37 and 60 of 2015). Also, the proposed revisions include language consistent with new federal laws which require that background clearances include fingerprinting and require prescriptive staff orientation and emergency response planning (Child Care and Development Block Grant Act of 2014).

8. EXPLANATION OF WHY THE RULE IS NECESSARY:

The Agency of Human Services is required to maintain and enforce these regulations by state statute. They are necessary to protect the health and safety of children in Afterschool Child Care Programs and to ensure that positive child development and learning are promoted in those programs.

9. LIST OF PEOPLE, ENTERPRISES AND GOVERNMENT ENTITIES AFFECTED BY THIS RULE:

All afterschool programs not exempt from regulation including private for-profit and non-profit community based programs;

Local education agencies that operate afterschool programs after school hours or provide or lease space for other entities to provide afterschool services in school buildings;

Department for Children and Families and Department of Health in the Vermont Agency of Human Services;

Division of Fire Safety in the Vermont Department of Public Safety;

Department of Environmental Conservation in the Vermont Agency of Natural Resources;

Vermont Crime Information Center in the Department of Public Safety;

Insurance carriers for afterschool child care providers; and

School aged children and their families.

10. BRIEF SUMMARY OF ECONOMIC IMPACT (150 WORDS OR LESS):

The Department and afterschool programs will share costs associated with the addition of fingerprinting to the background check process. There are 143 licensed afterschool programs in Vermont. Programs may elect to pay the fingerprinting process fee for staff or require staff to pay. This is estimated to be up to \$25 per person once every five years.

The Department will incur costs for training staff and providers on changes to these regulations. A one-time Bright Futures Information System update is also necessary to accommodate changes to all child care program rules, estimated at approximately \$50,000 - \$80,000. On an on-going basis, the Department will pay \$16.50 per person once every five years to the Vermont Crime Information Center for processing fingerprint checks.

Vermont Crime Information Center will incur costs associated with the increased volume of fingerprints. For families, an increase in requirements for programs could result in a minimal increase in rates charged by programs.

11. A HEARING IS SCHEDULED .

12. HEARING INFORMATION

(THE FIRST HEARING SHALL BE NO SOONER THAN 30 DAYS FOLLOWING THE POSTING OF NOTICES ONLINE).

IF THIS FORM IS INSUFFICIENT TO LIST THE INFORMATION FOR EACH HEARING PLEASE ATTACH A SEPARATE SHEET TO COMPLETE THE HEARING INFORMATION NEEDED FOR THE NOTICE OF RULEMAKING.

Date: 3/24/2016

Time: 06:30 PM

Street Address: The Family Place, 52 Olcott Drive, Hartford, Vermont

Zip Code: 05055

Date: 3/29/2016

Time: 06:30 PM

Street Address: Best Western, 45 Blush Hill Road, Waterbury, Vermont

Zip Code: 05676

Date:

Time: AM

Street Address:

Zip Code:

Date:

Time: AM

Street Address:

Zip Code:

13. DEADLINE FOR COMMENT (NO EARLIER THAN 7 DAYS FOLLOWING LAST HEARING):

4/1/2016

14. KEYWORDS (PLEASE PROVIDE AT LEAST 3 KEYWORDS OR PHRASES TO AID IN THE SEARCHABILITY OF THE RULE NOTICE ONLINE).

child care

afterschool child care programs

licensing regulations

afterschool

Child Development Division

Department for Children and Families

Administrative Procedures – Adopting Page

Instructions:

This form must be completed for each filing made during the rulemaking process:

- Proposed Rule Filing
- Final Proposed Filing
- Adopted Rule Filing
- Emergency Rule Filing

Note: To satisfy the requirement for an annotated text, an agency must submit the entire rule in annotated form with proposed and final proposed filings. Filing an annotated paragraph or page of a larger rule is not sufficient. Annotation must clearly show the changes to the rule.

When possible the agency shall file the annotated text, using the appropriate page or pages from the Code of Vermont Rules as a basis for the annotated version. New rules need not be accompanied by an annotated text.

1. TITLE OF RULE FILING:

Child Care Licensing Regulations: Afterschool Child Care Programs

2. ADOPTING AGENCY:

Vermont Agency of Human Services, Department for Children and Families, Child Development Division

3. AGENCY REFERENCE NUMBER, IF ANY:

None

4. TYPE OF FILING (*PLEASE CHOOSE THE TYPE OF FILING FROM THE DROPDOWN MENU BASED ON THE DEFINITIONS PROVIDED BELOW*):

- **AMENDMENT** - Any change to an already existing rule, even if it is a complete rewrite of the rule, it is considered an amendment as long as the rule is replaced with other text.
- **NEW RULE** - A rule that did not previously exist even under a different name.
- **REPEAL** - The removal of a rule in its entirety, without replacing it with other text.

This filing is **AN AMENDMENT OF AN EXISTING RULE** .

5. LAST ADOPTED (*PLEASE PROVIDE THE SOS LOG#, TITLE AND LAST DATE OF ADOPTION FOR THE EXISTING RULE*):

14-P16, Child Care Licensing Regulations: Afterschool Programs, November 21, 2014

Administrative Procedures – Economic Impact Statement

Instructions:

In completing the economic impact statement, an agency analyzes and evaluates the anticipated costs and benefits to be expected from adoption of the rule. This form must be completed for the following filings made during the rulemaking process:

- Proposed Rule Filing
- Final Proposed Filing
- Adopted Rule Filing
- Emergency Rule Filing

Rules affecting or regulating public education and public schools must include cost implications to local school districts and taxpayers in the impact statement (see 3 V.S.A. § 832b for details).

The economic impact statement also contains a section relating to the impact of the rule on greenhouse gases. Agencies are required to explain how the rule has been crafted to reduce the extent to which greenhouse gases are emitted (see 3 V.S.A. § 838(c)(4) for details).

All forms requiring a signature shall be original signatures of the appropriate adopting authority or authorized person.

Certification Statement: As the adopting Authority of this rule (see 3 V.S.A. § 801 (b) (11) for a definition), I conclude that this rule is the most appropriate method of achieving the regulatory purpose. In support of this conclusion I have attached all findings required by 3 V.S.A. §§ 832a, 832b, and 838(c) for the filing of the rule entitled:

Rule Title: Child Care Licensing Regulations: Afterschool Child Care Programs

_____, on _____.
(signature) (date)

Printed Name and Title:

Hal Cohen, Secretary
Vermont Agency of Human Services

BE AS SPECIFIC AS POSSIBLE IN THE COMPLETION OF THIS FORM, GIVING FULL INFORMATION ON YOUR ASSUMPTIONS, DATABASES, AND ATTEMPTS TO GATHER OTHER INFORMATION ON THE NATURE OF THE COSTS AND BENEFITS INVOLVED. COSTS AND BENEFITS CAN INCLUDE ANY TANGIBLE OR INTANGIBLE ENTITIES OR FORCES WHICH WILL MAKE AN IMPACT ON LIFE WITHOUT THIS RULE.

1. TITLE OF RULE FILING:

Child Care Licensing Regulations: Afterschool Child Care Programs

2. ADOPTING AGENCY:

Vermont Agency of Human Services, Department for Children and Families, Child Development Division

3. CATEGORY OF AFFECTED PARTIES:

LIST CATEGORIES OF PEOPLE, ENTERPRISES, AND GOVERNMENTAL ENTITIES POTENTIALLY AFFECTED BY THE ADOPTION OF THIS RULE AND THE ESTIMATED COSTS AND BENEFITS ANTICIPATED:

COST TO AFTERSCHOOL CHILD CARE PROGRAMS AND/OR STAFF:

All Afterschool Child Care Programs not exempt from regulation would be affected.

New federal record check requirements that include fingerprinting apply to staff employed by the Afterschool Child Care Programs, counted in staff/child ratios, or left alone with children. Programs may elect to pay the fingerprinting process fee for staff or require staff to pay it. This is estimated to be up to \$25 per person once every five (5) years. There are approximately 550 afterschool program staff members subject to the fingerprint background check requirements. The total estimated cost for staff is \$13,750 approximately every five years, though please note that costs will be incurred for fingerprinting every year because not all staff will be on the same fingerprinting schedule.

COSTS TO THE DEPARTMENT FOR CHILDREN AND FAMILIES:

The Department may incur some costs for training licensing staff and providers on the changes in regulations for this set of regulations. Also, the Bright Futures Information System will need to be updated to accommodate these changes as well as other changes proposed in two other sets of licensing regulations which are estimated at approximately \$50,000 - \$80,000 in one-time information technology costs. On an on-going basis, the Department will pay \$16.50 per person once every five (5) years, to the Vermont Crime Information Center for processing fingerprint background clearances. The total estimated cost to the Department for fingerprint background checks is \$9,075

approximately every five years, though please note that costs will be incurred for fingerprinting every year because not all staff will be on the same fingerprinting schedule.

COSTS TO OTHER STATE AGENCIES:

Vermont Crime Information Center will incur costs associated with the increased volume of fingerprints required to be processed. The volume increase is estimated at 10,000 background checks the first year with significantly less over the next four years. The total estimated cost to Vermont Crime Information Center (VCIC) is unclear at this time. The Department has communicated with VCIC about the estimated increase in background checks and associated timeframe; VCIC and the Department are exploring solutions at this time.

COSTS TO FAMILIES:

For children and their families, there are no direct additional costs associated with the proposed changes. An increase in requirements for programs could result in a minimal increase in rates charged by programs.

Child care services have been proven to have a net positive impact on local and state economies. Well devised regulations ensure stability and consistency in child care services as well as the productive engagement of children in care. Increased background checks assure families that their children will be safer in afterschool care.

4. IMPACT ON SCHOOLS:

INDICATE ANY IMPACT THAT THE RULE WILL HAVE ON PUBLIC EDUCATION, PUBLIC SCHOOLS, LOCAL SCHOOL DISTRICTS AND/OR TAXPAYERS:

Some local education agencies operate afterschool child care programs and some provide or lease space to other entities to provide afterschool services in school buildings. 21st century afterschool activity programs, operated under a federal grant by local schools, are exempt from licensing by Vermont statute, but may opt to become licensed if they choose to accept child care subsidies for school age children eligible for the Child Care Financial Assistance Program. Studies indicate that high quality afterschool programs help children succeed in school and, therefore, improved regulation may have a net positive impact on student achievement in public education by supporting increased and consistent quality in afterschool programming. These regulations do not require local education agencies to provide afterschool services.

5. COMPARISON:

COMPARE THE ECONOMIC IMPACT OF THE RULE WITH THE ECONOMIC IMPACT OF OTHER ALTERNATIVES TO THE RULE, INCLUDING NO RULE ON THE SUBJECT OR A RULE HAVING SEPARATE REQUIREMENTS FOR SMALL BUSINESS:

Regulations governing child care programs are required by Vermont statute in order to protect the health and safety of children in out-of-home care and promote child development and learning. Working parents can send their children to Afterschool Child Care Programs with an assurance that their children will be safe and productively engaged. The alternative of less stringent or no regulations could increase the risk of harm to school age children in these programs and have a negative impact on working families and children in out-of-home care. Child care services have been proven to have a net positive impact on local and state economies, and well devised regulations ensure stability and consistency in child care services.

Additionally, an alternative of less stringent regulations or no regulations regarding fingerprinting with background clearances and requirements for staff orientation and emergency response planning will result in Vermont not being in compliance with federal law which would impact the amount of federal funds Vermont receives to support Vermont's Child Care Financial Assistance Program and those families that receive this financial support to afford child care.

An alternative of less stringent regulations or no regulations regarding immunization and mandated reporting changes will increase the risk of harm to children in afterschool child care.

6. FLEXIBILITY STATEMENT:

COMPARE THE BURDEN IMPOSED ON SMALL BUSINESS BY COMPLIANCE WITH THE RULE TO THE BURDEN WHICH WOULD BE IMPOSED BY ALTERNATIVES CONSIDERED IN 3 V.S.A. § 832a:

An alternative of less stringent regulations or no regulations may decrease afterschool program costs to provide and maintain space required to provide services, personnel costs for supporting staff and costs of equipment and materials necessary to provide an environment and program for afterschool program small businesses, but could also increase the risk of harm to children in licensed afterschool programs.

Additionally, regulations that are not in compliance with federal law would result in a decreased amount of federal funds available to Vermont families in the form of child care financial assistance, which could mean a decreased enrollment in afterschool programs because families may not be able to afford afterschool child care. This could translate to less revenue to afterschool programs and even the closure of some afterschool programs.

7. GREENHOUSE GAS IMPACT: *EXPLAIN HOW THE RULE WAS CRAFTED TO REDUCE THE EXTENT TO WHICH GREENHOUSE GASES ARE EMITTED, EITHER DIRECTLY OR INDIRECTLY, FROM THE FOLLOWING SECTORS OF ACTIVITIES:*

a. TRANSPORTATION —

IMPACTS BASED ON THE TRANSPORTATION OF PEOPLE OR PRODUCTS (e.g., “THE RULE HAS PROVISIONS FOR CONFERENCE CALLS INSTEAD OF TRAVEL TO MEETINGS” OR “LOCAL PRODUCTS ARE PREFERENTIALLY PURCHASED TO REDUCE SHIPPING DISTANCE.”):

No anticipated direct or indirect impacts.

b. LAND USE AND DEVELOPMENT —

IMPACTS BASED ON LAND USE AND DEVELOPMENT, FORESTRY, AGRICULTURE ETC. (e.g., “THE RULE WILL RESULT IN ENHANCED, HIGHER DENSITY DOWNTOWN DEVELOPMENT.” OR “THE RULE MAINTAINS OPEN SPACE, FORESTED LAND AND /OR AGRICULTURAL LAND.”):

No anticipated direct or indirect impacts.

c. BUILDING INFRASTRUCTURE —

IMPACTS BASED ON THE HEATING, COOLING AND ELECTRICITY CONSUMPTION NEEDS (e.g., “THE RULE PROMOTES WEATHERIZATION TO REDUCE BUILDING HEATING AND COOLING DEMANDS.” OR “THE PURCHASE AND USE OF EFFICIENT ENERGY STAR APPLIANCES IS REQUIRED TO REDUCE ELECTRICITY CONSUMPTION.”):

No anticipated direct or indirect impacts.

d. WASTE GENERATION / REDUCTION —

IMPACTS BASED ON THE GENERATION OF WASTE OR THE REDUCTION, REUSE, AND RECYCLING OPPORTUNITIES AVAILABLE (e.g., “THE RULE WILL RESULT IN REUSE OF PACKING MATERIALS.” OR “AS A RESULT OF THE RULE, FOOD AND OTHER ORGANIC WASTE WILL BE COMPOSTED OR DIVERTED TO A ‘METHANE TO ENERGY PROJECT’.”):

No anticipated direct or indirect impacts.

e. OTHER —

IMPACTS BASED ON OTHER CRITERIA NOT PREVIOUSLY LISTED:

No anticipated direct or indirect impacts.

Administrative Procedures – Public Input Statement

Instructions:

In completing the public input statement, an agency describes what it did do, or will do to maximize the involvement of the public in the development of the rule. This form must be completed for the following filings made during the rulemaking process:

- Proposed Rule Filing
- Final Proposed Filing
- Adopted Rule Filing
- Emergency Rule Filing

1. TITLE OF RULE FILING:

Child Care Licensing Regulations: Afterschool Child Care Programs

2. ADOPTING AGENCY:

Vermont Agency of Human Services, Department for Children and Families, Child Development Division

3. PLEASE LIST THE STEPS THAT HAVE BEEN OR WILL BE TAKEN TO MAXIMIZE PUBLIC INVOLVEMENT IN THE DEVELOPMENT OF THE PROPOSED RULE:

The proposed changes to these rules are a result of changes to federal and state laws. There was public participation by affected parties at both the national and state level during the enactment of these laws.

Because the changes in this rule revision are due to new federal laws and revised Vermont laws, pre-rulemaking public involvement was not sought. However, the Division will seek public input from a variety of sources, including afterschool program administrators and staff. The Division will send an announcement with specifics on how to provide input at the two public hearings, held in different regions of the state, and/or via an online survey located on the Division's website. A press release to major media outlets will also be sent about the public input opportunities.

4. BEYOND GENERAL ADVERTISEMENTS, PLEASE LIST THE PEOPLE AND ORGANIZATIONS THAT HAVE BEEN OR WILL BE INVOLVED IN THE DEVELOPMENT OF THE PROPOSED RULE:

The Department has undertaken a global rule revision project to update Vermont's child care licensing regulations. As part of this process, the Department sought and incorporated feedback from over 100 providers and other stakeholders with the goal to streamline five sets of licensing regulations into three sets of updated, strengthened and clarified regulations. The Department currently has other proposed licensing rules that have been

filed with the Secretary of State as part of this rule revision project.

The Afterschool Child Care Programs rules were the first set of rules that were updated with revisions adopted November 2014 with an effective date of January 1, 2016. During that rulemaking process, public input was sought and provided by Agency of Education staff, multiple current and prior Child Development Division (CDD) leadership staff, afterschool program staff, afterschool program directors and stakeholders, and the general public with participation in open discussion meetings and various online surveys intentionally designed for the rule promulgation process.

These proposed revisions to the current Afterschool Child Care Programs rules are driven by additional federal requirements received and state law changes made after the regulations that are effective January 1, 2016 were adopted in November 2014. The Child Development Division will seek public input from interested stakeholders as part of this rulemaking process and will notify afterschool providers and interested stakeholders about the proposed rule and opportunity for public comment. In addition, the text of the proposed rule and rulemaking documents will be posted on the Division's website and a press release sent to major media outlets to inform the public about the opportunity for public input. The Division is holding two public hearings in different parts of the State during the evening in order to maximize public participation.

Administrative Procedures – Scientific Information Statement

Instructions:

In completing the Scientific Information Statement, an agency shall provide a brief summary of the scientific information including reference to any scientific studies upon which the proposed rule is based, for the purpose of validity.

This form is only required when a rule relies on scientific information for its validity.

1. TITLE OF RULE FILING:
2. ADOPTING AGENCY:
3. BRIEF EXPLANATION OF SCIENTIFIC INFORMATION:
4. CITATION OF SOURCE DOCUMENTATION OF SCIENTIFIC INFORMATION:
5. INSTRUCTIONS ON HOW TO OBTAIN COPIES OF THE SOURCE DOCUMENTS OF THE SCIENTIFIC INFORMATION FROM THE AGENCY OR OTHER PUBLISHING ENTITY:

Administrative Procedures – Incorporation by Reference Statement

Instructions:

In completing the incorporation by reference statement, an agency describes any materials that are incorporated into the rule by reference and why the full text was not reproduced within the rule.

This form is only required when a rule incorporates materials by referencing another source without reproducing the text within the rule itself (e.g. federal or national standards, or regulations).

Copies of incorporated materials will be held by the Office of the Secretary of State until adoption or formal withdrawal of the rule is complete. Materials will be returned to the agency upon completion of the rule.

All forms requiring a signature shall be original signatures of the appropriate adopting authority or authorized person.

Certification Statement: As the adopting Authority of this rule (see 3 V.S.A. § 801 (b) (11) for a definition), I certify that the text of the matter incorporated has been reviewed by an official of the agency. I further certify that the agency has the capacity and intent to enforce the rule entitled:

Rule Title:

_____, on _____.
(signature) (date)

Printed Name and Title:

1. TITLE OF RULE FILING:
2. ADOPTING AGENCY:
3. DESCRIPTION (*DESCRIBE THE MATERIALS INCORPORATED BY REFERENCE*):
4. OBTAINING COPIES: (*EXPLAIN HOW THE MATERIAL(S) CAN BE OBTAINED BY THE PUBLIC, AND AT WHAT COST*):
5. MODIFICATIONS (*PLEASE EXPLAIN ANY MODIFICATION TO THE INCORPORATED MATERIALS E.G., WHETHER ONLY PART OF THE MATERIAL IS ADOPTED AND IF SO, WHICH PART(S) ARE MODIFIED*):
6. REASONS FOR INCORPORATION BY REFERENCE (*EXPLAIN WHY THE AGENCY DECIDED TO INCORPORATE THE MATERIALS RATHER THAN REPRODUCE THE MATERIAL IN FULL WITHIN THE TEXT OF THE RULE*):
7. THE INCORPORATED MATERIALS HAVE BEEN REVIEWED BY THE FOLLOWING OFFICIAL OF THE AGENCY:
8. THE ADOPTING AGENCY REQUESTS THAT ALL COPIES OF INCORPORATED MATERIALS BE RETURNED TO THE AGENCY .

Run Spell Check